



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Total Bed Capacity

## Custody Operations

### 10 Contract Beds

This is the number of inmates assigned to Contract beds; such as Folsom Transitional Treatment Facility and does not reflect non-traditional housing beds. Currently, only FSP has this type of bed (this field will show '0' for other institution reports). A Contract bed is defined by the DDPS variable Bed Type = "C". This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 11 Design Beds

This is the number of inmates assigned to Design beds which is normally those inmates in lower beds excluding non-traditional housing. A Design bed is defined by the DDPS variable as occupied Bed Type = "D" This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 12 Non-Traditional Beds

This is the number of inmates assigned to Non-Traditional beds and reflects inmates housed in areas not intended to house inmates (i.e., gymnasiums, dayrooms, triple bunk beds and dormitory overcrowding above 200% design capacity. A Non-Traditional bed is defined by the DDPS variable as occupied Bed Type = "N" This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 13 Overcrowding Beds

This is the number of inmates occupying Overcrowding beds and normally reflects those housed in the upper beds excluding non-traditional housing. An Overcrowding bed is defined by the DDPS variable as occupied Bed Type = "O" This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 14 Temporary Beds (Family Visiting/Tank Beds)

This is the number of inmates occupying Temporary beds and reflects those housed in areas that are not intended for permanent housing such as family visiting, temporary/tank beds in Receiving & Release. A Temporary bed is defined by the DDPS variable as occupied Bed Type = "T" This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 15 Medical Beds

This is the number of inmates occupying Medical beds such as OHU, CTC and General Acute Care Hospital (GACH) beds. A Medical bed is defined by the DDPS variable as occupied Bed Type = "X" This count is received on the last calendar day of the reporting month, and is a "point in time" value representing that month.

*DDPS*

### 16 Budgeted Capacity

[Source: PSU/IAS Monthly Budgeted Staff Capacity report.] This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "Total Budgeted Capacity."

*PSU*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Total Bed Capacity

## Custody Operations

17	<b>Inmate Count</b>	<p>This is the total number of inmates at this institution as counted at midnight on the last day of that monthly reporting period. [Budget Display Act requirement performance measure]</p> <p><i>DDPS</i></p>
18	<b>% Inst. Filled to Budgeted Capacity</b>	<p>Formula: "Inmate Count" ÷ "Budgeted Capacity" = Percent Institution Filled</p> <p><i>Formula</i></p>
<b>Inmate Custody Level</b>		
20	<b>Level I</b>	<p>Inmates in a bed designated as Level I (DOM 61010.11.7) (Title 15: 3375.1) (CDC Form 839, Form 840, &amp; Form 841) This count is received from the last day of the calendar month.</p> <p><i>DDPS</i></p>
21	<b>Out of Level I Assignments</b>	<p>Out of Level data is generated by a comparison of an inmate's current classification level in the Inmate Classification Score System (ICSS) to his/her Housing Custody Level (HCLV is the code) identified in DDPS. If an inmate's classification level does not match the custody housing level for the bed that he/she is assigned, and there is not an appropriate override, the inmate will show as out of level. (DOM 61020.14) Note: There is up to a 90-day lag as the C&amp;PR mails the classification forms to OISB to generate an inmate's classification level. During the 90 day lag, an inmate's status, including classification level could be changed for many reasons.</p> <p><i>ICSS / DDPS</i></p>
22	<b>Out of Level I Endorsed and Awaiting (Pending) Transfer</b>	<p>Enter the number of Out of Level I Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.</p> <p><i>Institution Reported</i></p>
23	<b>% of Out of Level Assignments</b>	<p>Formula: "Out of Level I Assignments" ÷ "Level I Assignments" = Percent of Out of Level I Assignments</p> <p><i>Formula</i></p>
24	<b>Level II</b>	<p>Inmates in a bed designated as Level II (DOM 61010.11.7) (Title 15: 3375.1) (CDC Form 839, Form 840, &amp; Form 841) This count is received from the last day of the calendar month.</p> <p><i>DDPS</i></p>
25	<b>Out of Level II Assignments</b>	<p>Out of Level data is generated by a comparison of an inmate's current classification score in the Inmate Classification Score System (ICSS) to their custody housing level identified in DDPS. If an inmate's classification score does not match the custody housing level for the bed that he/she is assigned, and there is not an appropriate override, the inmate will show as out of level. (DOM 61020.14)</p> <p><i>ICSS / DDPS</i></p>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Custody Level

## Custody Operations

26	<b>Out of Level II Endorsed and Awaiting (Pending) Transfer</b>	Enter the number of Out of Level II Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.
		<i>Institution Reported</i>
27	<b>% of Out of Level Assignments</b>	Formula: "Out of Level II Assignments" ÷ "Level II Assignments" = Percent of Out of Level II Assignments
		<i>Formula</i>
28	<b>Level III</b>	Inmates in a bed designated as Level III (DOM 61010.11.7) (Title 15: 3375.1) (CDC Form 839, Form 840, & Form 841) This count is received from the last day of the calendar month.
		<i>DDPS</i>
29	<b>Out of Level III Assignments</b>	Out of Level data is generated by a comparison of an inmate's current classification score in the Inmate Classification Score System (ICSS) to their custody housing level identified in DDPS. If an inmate's classification score does not match the custody housing level for the bed that he/she is assigned, and there is not an appropriate override, the inmate will show as out of level. (DOM 61020.14)
		<i>ICSS / DDPS</i>
30	<b>Out of Level III Endorsed and Awaiting (Pending) Transfer</b>	Enter the number of Out of Level III Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.
		<i>Institution Reported</i>
31	<b>% of Out of Level Assignments</b>	Formula: "Out of Level III Assignments" ÷ "Level III Assignments" = Percent of Out of Level III Assignments
		<i>Formula</i>
32	<b>Level IV</b>	Inmates in a bed designated as Level IV (DOM 61010.11.7) (Title 15: 3375.1) (CDC Form 839, Form 840, & Form 841) This count is received from the last day of the calendar month.
		<i>DDPS</i>
33	<b>Out of Level IV Assignments</b>	Out of Level data is generated by a comparison of an inmate's current classification score in the Inmate Classification Score System (ICSS) to their custody housing level identified in DDPS. If an inmate's classification score does not match the custody housing level for the bed that he/she is assigned, and there is not an appropriate override, the inmate will show as out of level. (DOM 61020.14)
		<i>ICSS / DDPS</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Custody Level

## Custody Operations

**34 Out of Level IV Endorsed and Awaiting (Pending) Transfer** Enter the number of Out of Level IV Inmates that are currently endorsed to go to another institution, but are pending transfer as of the end of the month. This information can be provided by the institution's Classification and Parole Representative, and is tracked through the Institutional Automated Transfer System.  
*Institution Reported*

**35 % of Out of Level Assignments** Formula: "Out of Level IV Assignments" ÷ "Level IV Assignments" = Percent of Out of Level IV Assignments  
*Formula*

**36 Camps** Inmates assigned from this institution to a CAMP. This count is received on the last day of the calendar month.  
*DDPS*

## General Population Summary

**42 Budgeted Capacity** This is the total of General Population + Enhanced Outpatient + Sensitive Needs Yard + Minimum Support Facility budgeted capacities. Counting Rule: PSU sends the Monthly Budgeted Staff Capacity Report to COMPSTAT the beginning of each reporting month.  
*PSU*

**43 Actual Population** This is the total of General Population + Enhanced Outpatient + Sensitive Needs Yard + Minimum Support Facility. Counting Rule: This is the midnight count as of the last day of the monthly reporting period. The total GP Actual Count is calculated from the DDPS Offender Data based on Housing Program Assignment Code values as: BMU+CMPEOP+GP+HIV+IHP+SAP+SEO+SNS+SNY+SOH+THU+WC.  
Note: This includes MSF, which is not a separate HPAS, but is determined upon institution-identified cell bed codes. The inmate may be listed as another housing program, typically GP or WC.  
*DDPS*

## General Population

**45 Budgeted Capacity** This is the total of Budgeted General + Budgeted CAMP in PSU / IAS Monthly Budgeted Staff Capacity report.  
*PSU*

**46 Actual Population** The Actual GP count is only calculated as the DDPS Housing Program Assignment Code = 'GP + 'CAMP' +WC  
*DDPS*

## Enhanced Outpatient Program (GP Housing Program)

**48 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "EOP Budgeted Capacity." The EOP Budgeted Capacity refers to a budgeted Housing Program under General Population, not necessarily all offenders with an EOP diagnosis. This excludes, for example EOP offenders housed in Administrative Segregation or other non-GP programs  
*IAS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Enhanced Outpatient Program (GP Housing Program)

## Custody Operations

**49 Actual Population** This field counts inmates whose designated housing program is EOP. This total excludes ASU and SNY data.  
*DDPS*

## Sensitive Needs Yard

**51 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "SNY Budgeted Capacity."  
*PSU*

**52 Actual Population** This count is received on the last day of the calendar month from the DDPS Housing Program Assignments = 'SEO' + 'SNS' + 'SNY' + 'SOH.'  
*DDPS*

## Minimum Support Facility

**54 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "MSF Budgeted Capacity." The MSF count is calculated by reporting beds for the 21 Camp institutions. This field will show '0' on reports for those institutions not budgeted as a MSF institution.  
*PSU*

**55 Actual Population** The MSF count is calculated by using the bed prefix for those 21 MSF institutions. The field will show '0' on reports for those institutions not budgeted as MSF. This count is received on the last day of the calendar month.  
*DDPS*

## Life Sentenced Inmates

**57 Life (With Possibility of Parole)** The total number of Life Sentence With the Possibility of Parole inmates at each facility. This is the count of Offender Information Services Branch (OISB) InstPop.dbf as of the last week of the monthly reporting period. The data is retrieved from OISB's InstPop.dbf and the variable is Live Type and the value -> 'LIF'.  
*OISB*

**58 Life (Without Possibility of Parole) (LWOP)** The total number of Life Sentence Without the Possibility of Parole (LWOP) inmates at each facility. This is the count of Offender Information Services Branch (OISB) InstPop.dbf as of the last week of the monthly reporting period. The data is retrieved from OISB's InstPop.dbf and the variable is Live Type and the value -> 'LOW'.  
*OISB*

## Reception Center

**60 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "RC Budgeted Capacity."  
*PSU*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Reception Center

## Custody Operations

**61 Actual Population** This count is received on the last day of the calendar month and is calculated from the DDPS Housing Program Assignments code values 'RC'.  
*DDPS*

## Administrative Segregation Housing (ASU)

**63 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column headings: Administrative Segregation Budgeted Capacity = ASU Budgeted Capacity + EOP/ASU Budgeted Capacity  
*PSU*

**64 Actual Population (Excluding Overflow)** This count is received on the last day of the calendar month and is calculated from the DDPS Housing Program Assignments code values 'ASU'.  
*DDPS*

**65 Actual Population (With Overflow)** This is the sum of offenders in beds classified and budgeted for ASU, as determined by the DDPS Housing Program, and any overflow the institution may have reported for the same period as follows: 'Actual ASU Population' + 'ASU Overflow Actual Population' = 'Actual Population (With Overflow)'.  
*Formula*

**66 Average Length of Stay** The average length of stay should include all inmates housed in Administrative Segregation, Ad Seg (Overflow), and Ad Seg (Hub). This average should be determined by counting the total number of inmates housed in any of the Ad Seg areas and then determining the total length of stay (number of days) those inmates have remained in Ad Seg. Divide the total number of days by the total number of inmates to determine this value. [Budget Display Act requirement performance measure]  
*Institution Reported*

**67 Stays Exceeding 200 days** This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 200 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

**68 Stays Exceeding 400 days** This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 400 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

**69 Stays Exceeding 800 days** This is the total number of Administrative Segregation Unit (ASU) inmates assigned to ASU whose stay has exceeded 800 days. This information is obtained from the ASU database/log maintained by designated ASU staff. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Administrative Segregation Housing (ASU)

## Custody Operations

**70 Total ASU Endorsed Inmates** This is the total of SNY Endorsed + SHU Endorsed + SNY GP Endorsed = Total ASU Endorsed inmates. This is the midnight count as of the last day of the monthly reporting period.  
*Formula*

**71 ASU Inmates Endorsed for GP** The number of GP endorsed inmates housed in ASU pending transfer to an appropriate facility. This information is obtained from the ASU database/log maintained by designated ASU staff.  
*Institution Reported*

**72 ASU Inmates Endorsed for SNY** (Formerly - Administrative Segregation Pending Transfer) The number of SNY or SHU endorsed inmates housed in Ad Seg pending transfer to an SNY/SHU appropriate facility. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

**73 ASU Inmates Endorsed for SHU** This is the total number of Security Housing Unit inmates housed in ASU pending transfer to an appropriate SHU facility. This information is obtained from the ASU database/log maintained by designated ASU staff. This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

## ASU Overflow

**75 Actual Population** The ASU Overflow Actual Population is collected by the Classification Services Unit and distributed on a 'Weekly Population Report' within that report, located on the 'ASU' tab in the 'ASU Overflow' column. This total is received on the last day of each reporting period.  
*CSU Weekly Population Report*

## ASU EOP Hub

**77 Actual Population** The number of ASU Hub inmates at each facility. Only populate these cells if you have an actual ASU. As of July 2009 DAI has identified the following as Hub institutions: SAC, MCSP, SVSP, CMC-E, COR, LAC, VSPW, CIW, CMF, and SQ. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

## Behavior Management Unit

**79 Budgeted Capacity** The number of BMU inmates participating in a BMU program at each facility broken down by budgeted capacity and actual population. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*

**80 Actual Population** The number of BMU inmates participating in a BMU program at each facility broken down by budgeted capacity and actual population. Counting Rule: This is the midnight count as of the last day of the monthly reporting period.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Behavior Management Unit

## Custody Operations

**81 Average Length of Stay** The average length of stay for inmates housed in the Behavior Management Unit during the reporting period.

*Institution Reported*

**82 Number of Completions** Enter the number of BMU program participants who completed the program for the month

*Institution Reported*

## Americans with Disabilities Act

**84 Actual Population** Formula: Total number of impacting and non-impacting ADA inmates . Sum of: "Impacting" + "Non-impacting" = Actual Population. The information is gathered using 4 DECS Roster reports to include: 1 for Armstrong GP, 1 for Armstrong RC, 1 for Clark GP, and 1 for Clark RC. The totals are added together to represent the total number of ADA inmates. This is the midnight count as of the last day of the monthly reporting period, of the total number of ADA approved inmates at each facility. This includes both Armstrong and Clark class members.

*Formula*

**85 Impacting** This is the midnight count as of the last day of the monthly reporting period. The information is gathered using 4 DECS Roster reports to include: 1 for Armstrong GP, 1 for Armstrong RC, 1 for Clark GP, and 1 for Clark RC. The totals are added together to represent the total number impacting ADA inmates. This is the number of DPx and DDx coded inmates.

*Institution Reported*

**86 Non-impacting** This is the midnight count as of the last day of the monthly reporting period. The information is gathered from the total number of DECS roster report DNx coded inmates. The totals represent the total number non-impacting ADA inmates.

*Institution Reported*

## Correctional Clinical Case Management Services (CCCMS)

**88 Treatment Capacity** This will be an added line of information included onto the COMPSTAT Report. CCCMS Treatment Capacity comes from a weekly report produced by the Helathcare Population Oversight Unit. The Treatment Capacity is pulled from the 'Pop at 130%.'

*DCHCS*

**89 Actual Population** This represents the number of inmates designated as CCCMS by the Mental Health Department, as of the last day of the calendar month.

*DDPS*

## Total EOP Populations

**91 Budgeted Capacity** Budgeted capacity for all Enhanced Outpatient Program inmates, including those specifically budgeted for populations within SNY or ASU. EOP-GP: Budgeted Capacity + EOP - SNY :Budgeted Capacity + EOP - ASU: Budgeted Capacity.

*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Total EOP Populations

## Custody Operations

**92 Actual Population** Actual population for all Enhanced Outpatient Program inmates, including those housed in other housing programs such as SNY or ASU. EOP-GP : Actual Population + EOP SNY: Actual Population + EOP-ASU: Actual Population.  
*Formula*

## EOP GP

**94 Budgeted Capacity** Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "EOP." Note that this count is exclusive of budgeted capacity beds that are primarily counted under a different program and can be considered the 'GP' component of EOP.  
*IAS*

**95 Actual Population** This field counts inmates whose designated housing program is EOP. Note that this count is exclusive of populations where the offender does have an EOP mental health status but is primarily counted under another housing program.  
*DDPS*

## EOP SNY

**97 Budgeted Capacity** Budgeted capacity for beds within a Sensitive Needs Yard designated for EOP per the IAS (PSU). - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading 'EOP-SNY.'  
*IAS*

**98 Actual Population** This field counts inmates with an EOP mental health status within a Sensitive Needs Yard. In DDPS, the offender's mental health code of 'C,' and housing program assignment is 'SNY.'  
*DDPS*

## EOP ASU

**100 Budgeted Capacity** Budgeted capacity for beds within an ASU designated for EOP per the IAS (PSU). This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading 'EOP-ASU.'  
*IAS*

**101 Actual Population** This field counts inmates with an EOP mental health status within an ASU. In DDPS the offender's mental health code of 'C,' and housing program assignment is 'ASU.'  
*DDPS*

## Psychiatric Services

**103 Budgeted Capacity** Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "PSU Budgeted Capacity."  
*PSU*

**104 Actual Population** This count is received from DDPS on the last day of the calendar month.  
*DDPS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Psychiatric Services

**105 Average Length of Stay**

The average length of stay for inmates housed in the Psychiatric Services Unit during the reporting period. If there is no Psychiatric Services Unit budgeted for the institution, then no average length of stay should be reported.

*Institution Reported*

## Custody Operations

## Security Housing Unit (SHU)

**107 Budgeted Capacity**

Count Budgeted capacity per IAS (PSU) - This field counts beds. This is the number of budgeted beds as reported on the IAS Staff Capacities report under the column heading "SHU Budgeted Capacity."

*PSU*

**108 Actual Population**

This count is received on the last day of the calendar month and is calculated from the DDPS Housing Program Assignments code values 'SHU'.

*DDPS*

## Single Cell Inmates

**111 Single Cell Inmate Summary**

This is the sum of all Single Cell categories.

*Formula*

**112 Summary With S-Suffix**

This is the sum of all Single Cell With S-Suffix categories.

*Formula*

**113 Summary Without S-Suffix**

This is the sum of all Single Cell Without S-Suffix categories.

*Formula*

**114 Total General Population (GP)**

Formula: Total number of GP inmates with and without an S-Suffix. Sum of: "With S-Suffix" + "Without S-Suffix" = Total Single Cell Inmates

*Formula*

**115 GP With S-Suffix**

Enter the number of GP single cell housed inmates with an S-Suffix. This number will be the remaining inmates at the institution who are single celled and endorsed with S-Suffix Excluding with an S-Suffix and are not housed in ASU, PSU, and SHU.

*Institution Reported*

**116 GP Without S-Suffix**

Enter the number of GP single cell housed inmates who do not have an S-Suffix and are not housed in ASU, PSU, and SHU. These inmates are double cell cleared and are refusing to accept a qualified cellmate.

*Institution Reported*

**117 Total Administrative Segregation Unit (ASU)**

Formula: Total number of ASU inmates with and without an S-Suffix. Sum of: "ASU With S-Suffix" + "ASU Without S-Suffix" = Total ASU Single Cell Inmates

*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Single Cell Inmates

## Custody Operations

118	<b>ASU With S-Suffix</b>	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in Administrative Segregation. <i>Institution Reported</i>
119	<b>ASU Without S-Suffix</b>	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates housed in Administrative Segregation. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
120	<b>Total Psychiatric Services Unit (PSU)</b>	Formula: Total number of PSU inmates with and without an S-Suffix. Sum of: "PSU With S-Suffix" + "PSU Without S-Suffix" = Total PSU Single Cell Inmates <i>Formula</i>
121	<b>PSU With S-Suffix</b>	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in the Psychiatric Services Unit. <i>Institution Reported</i>
122	<b>PSU Without S-Suffix</b>	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates housed in the Psychiatric Services Unit. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
123	<b>Total Security Housing Unit (SHU)</b>	Formula: Total number of SHU inmates with and without an S-Suffix. Sum of: "SHU With S-Suffix" + "SHU Without S-Suffix" = Total SHU Single Cell Inmates <i>Formula</i>
124	<b>SHU With S-Suffix</b>	Enter the number of single cell housed inmates endorsed with an S-Suffix. Only include numbers for inmates housed in the Security Housing Unit. <i>Institution Reported</i>
125	<b>SHU Without S-Suffix</b>	Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates housed in the Security Housing Unit. These inmates are double cell cleared and are refusing to accept a qualified cellmate. <i>Institution Reported</i>
126	<b>Total Enhanced Outpatient Program (EOP)</b>	Formula: Total number of EOP inmates with and without an S-Suffix. Sum of: "EOP With S-Suffix" + "EOP Without S-Suffix" = Total EOP Single Cell Inmates. <i>Formula</i>
127	<b>EOP With S-Suffix</b>	Enter the number of single cell housed inmates with an S-Suffix. Only include numbers for inmates designated as EOP. <i>Institution Reported</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Single Cell Inmates

## Custody Operations

**128 EOP Without S-Suffix**

Enter the number of single cell housed inmates that do not have an S-Suffix. Only include numbers for inmates designated as EOP. These inmates are double cell cleared and are refusing to accept a qualified cellmate.

*Institution Reported*

## Inmate Disciplinary

**130 Total**

Formula: The total number of 115's written during the reporting period. Sum of: "Conduct" + "Batteries on Staff" + "Battery on Inmates" + "Stimulants & Sedatives" + "Indecent Exposure (IEX)" + "IHP Refusals/Failure to Comply" + "Restricted Housing Group C" + "Restricted Housing Group C over C" + "Other" = Total Number of Inmate Disciplinary

*Formula*

**131 Per 100 inmates**

Formula: Total Inmate Disciplinary ÷ Inmate Count = Ratio per 100 Inmates

*Formula*

**132 Conduct**

The CDC-1154 Disciplinary Action Logs are used to collect this data, using the CCR Section # field. This data represents a count of all CDC-115's logged during the reporting month for 3005 offenses other than Assault or Battery on staff or inmates. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.

*Institution Reported*

**133 Batteries on Staff**

The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Assault or Battery on staff. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.

*Institution Reported*

**134 Batteries on Inmates**

The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data represents a count of all CDC-115's logged during the reporting month for Assault or Battery on inmates. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.

*Institution Reported*

**135 Stimulants and Sedatives**

The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This is any 115 that can be classified under 3016 or 3290 which specifically refers to drugs or alcohol. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.

*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Disciplinary

## Custody Operations

136	<b>Indecent Exposure (IEX)</b>	<p>The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This is any 115 that can be classified under CCR Section 3000 which specifically refers to indecent exposure incidents. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
137	<b>IHP Refusals / Failure to Comply</b>	<p>Enter the total number of refusal to comply with IHP 115's logged during the reporting period. This includes serious and administrative 115's.</p> <p><i>Institution Reported</i></p>
138	<b>Restricted Housing Inmates IHP Refusals Resulting in Privilege</b>	<p>Enter the total number of inmates placed in Privilege Group "C" Status as a result of failure to comply with IHP.</p> <p><i>Institution Reported</i></p>
139	<b>Restricted Housing Inmates IHP Refusals Resulting in Privilege</b>	<p>Enter the total number of inmates placed in Privilege Group "C Over C" Status as a result of failure to comply with IHP.</p> <p><i>Institution Reported</i></p>
140	<b>Other</b>	<p>The CDC-1154 Disciplinary Action Logs are used to collect this data, using the Specific Act field. This data reflects all CDC-115's logged during the reporting month, and not already counted and compiled with the other categories. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>
141	<b>Serious 115's Lost to time constraints</b>	<p>The CDC-1154 Disciplinary Action Logs are used to collect this data. This data reflects the number of CDC-115's that were classified as "Serious" and found to have been dismissed due to time limitations. Include in this total any Serious 115's written in a prior month/s yet not adjudicated until the current reporting month. Data is collected from the first day of the month to the last day of the month, and totals are taken from the last day of the month.</p> <p><i>Institution Reported</i></p>

## Number of Incidents

143	<b>Number of Incidents</b>	<p>This number is drawn from every reportable incident that occurred during the reporting period at each institution for which a CDC 837 Crime/Incident Report was completed. The "type" categories are broken down below.</p> <p><i>DIRS</i></p>
144	<b>Per 100 Inmates</b>	<p>Formula: "Total Number of Incidents" ÷ "Inmate Count" = Ratio per 100 Inmates</p> <p><i>Formula</i></p>
145	<b>Number of Voided Incident Reports</b>	<p>This is the number of voided incidents during the reporting period.</p> <p><i>DIRS</i></p>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Number of Incidents

## Custody Operations

<b>146</b>	<b>Total Number of Documented Force</b>	This is the number of incidents involving use of force.  <i>DIRS</i>
<b>147</b>	<b>Per 100 Inmates</b>	Formula: "Total Number of Documented Force" ÷ "Inmate Count" = Ratio per 100 Inmates  <i>Formula</i>
<b>148</b>	<b>Departmental Executive Use of Force Review</b>	This is the number of incidents requested for review by the Institutional Departmental Executive Use of Force Committee (request usually comes from either the Director or the Associate Director's office).  <i>Institution Reported</i>
<b>149</b>	<b>Total Number of Overdue UOF Reviews - 30 Days</b>	This is the number of overdue Institutional Executive Use of Force Reviews of incidents involving the use of force as of the last day of the reporting month. Overdue cases are those not brought before the Institutional Executive UOF Review Committee for initial review within 30 days following the incident. Day 31 constitutes an overdue UOF incident review. Do not include cases referred to the Office of Internal Affairs. This count will be a running total and will include overdue reviews from prior months.  <i>Institution Reported</i>
<b>150</b>	<b>Total Number of Overdue UOF Reviews - 90 Days</b>	This is the number of overdue Institutional Executive UOF reviews of incidents involving the use of force as of the last day of the reporting month. These overdue cases are those not brought before the IEUOFC for initial review within 90 days following the incident. Do not include cases referred to OIA. This count will be a running total and will include overdue reviews from prior months.  <i>Institution Reported</i>
<b>151</b>	<b>Lockdown/Modified Programs</b>	This is the number of lockdown/modified programs during the reporting period (include numbers for newly initiated modified/lockdown programs and numbers for those that remain open from previous reporting periods; i.e. during the month of June there were two modified programs that remained open at the end of the month, and during the month of July you initiated a new lockdown/modified program, report three for the month of July). Do not include instances where programs were locked down or modified under a 24-hour period. These numbers should correspond to the number of Program Status Reports that remain open and were forwarded/approved by the respective Associate Director. This field DOES NOT include the number of inmates placed on lockdown/modified program. This number will be reported as a point in time number to accurately reflect how many modified/lockdown programs the institution had at the end of the reporting period.  <i>Institution Reported</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Type of Force

## Custody Operations

**153**    **OC**

This is the total number of OC force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident.

*DIRS*

**154**    **Physical Force**

This is the total number of physical force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident.

*DIRS*

**155**    **Baton**

This is the total number of baton force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident.

*DIRS*

**156**    **CN**

This is the total number of CN force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident.

*DIRS*

**157**    **37 mm/40 mm**

This is the total number of 37 mm/40 mm force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident.

*DIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Type of Force

## Custody Operations

158	<b>Mini 14 - Shots</b>	Shots fired from a mini 14... not including Warning shots (in the below line) but rather Shots 'for effect', which means the shot was aimed at a specific human target - The result of the shot is not considered. <i>DIRS</i>
159	<b>Mini 14 - Warning Shots</b>	Warning shots fired from a mini 14... per above indicates the shot was not aimed at a specific human target. <i>DIRS</i>
160	<b>Hydro-Force Water Restraint System</b>	This is the total number of Hydro-Force Water Restraint System force options used during the reporting period. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. <i>DIRS</i>
161	<b>Other</b>	This is the total number of 'Other' force options used during the reporting period. This line may include force options utilized by a staff member where Department issued options either failed or were unavailable. If there are multiple options used during one incident you will count each different incident of force used separately (i.e. if the baton, OC, and physical force are used you will enter 1 into each separate category. If two different people use OC during the same incident then you will enter 1 because only one force option was used, even though it was used more than once). The number of incidents and breakdown by type of force numbers will not necessarily match as more than one option can be used per incident. <i>DIRS</i>

## Incidents

163	<b>Controlled Substance Involved/U.A.</b>	Formula: Sum of: "Methamphetamine" + "Marijuana" + "Heroin" + "Cocaine" + "Drug Paraphernalia/Other" = Controlled Substance Involved/U.A. This formula does not include all of the data elements identified on the CDCR 837-A, Controlled Substances section, specifically the following: Amphetamines/Barbiturates/Codeine/Morphine/Valium. <i>Formula</i>
164	<b>Methamphetamine</b>	The number of methamphetamine related incidents during the reporting period. <i>DIRS</i>
165	<b>Marijuana</b>	The number of marijuana related incidents during the reporting period. <i>DIRS</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Incidents

## Custody Operations

166	<b>Heroin</b>	The the number of heroin related incidents during the reporting period. <i>DIRS</i>
167	<b>Cocaine</b>	The number of cocaine related incidents during the reporting period. <i>DIRS</i>
168	<b>Amphetamine</b>	The number of amphetamine related incidents during the reporting period. <i>DIRS</i>
169	<b>Barbiturates</b>	The number of barbiturate related incidents during the reporting period. <i>DIRS</i>
170	<b>Codeine</b>	The number of codeine related incidents during the reporting period. <i>DIRS</i>
171	<b>Morphine</b>	The number of morphine related incidents during the reporting period. <i>DIRS</i>
172	<b>Drug Paraphernalia/Other</b>	The number of incidents involving the discovery or possession of drug paraphernalia or any controlled substance incident in which the "Other" box was checked on the CDCR 837-A. <i>DIRS</i>
173	<b>Battery on Staff</b>	Formula: Sum of: "Battery with a Weapon" + "Battery without a Weapon" = Battery on Staff Note: - Weapon codes between 100-299 (100 series refers to manufactured weapons, and 200 series to improvised or 'homemade' weapons) - Weapon codes in the 300, 400, and 500 series refer to Body Parts, Fluids, Natural Structures, respectively and are not considered 'weapons' in the classic sense. - If the weapon code for an incident is in the 300-599 series, or no weapon is noted - then the incident will be counted in the "With Out" Weapon category <i>Formula</i>
174	<b>With Weapon</b>	The number of battery on staff incidents involving the use of a weapon. <i>DIRS</i>
175	<b>Without Weapon</b>	The number of battery on staff incidents without the use of a weapon. <i>DIRS</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Incidents

## Custody Operations

176	<b>Battery on Inmate</b>	<p>Formula: Sum of: "Battery with a Weapon" + "Battery without a Weapon" = Battery on Inmate            Note: - Weapon codes between 100-299 (100 series refers to manufactured weapons, and 200 series to improvised or 'homemade' weapons) - Weapon codes in the 300, 400, and 500 series refer to Body Parts, Fluids, Natural Structures, respectively and are not considered 'weapons' in the classic sense. - If the weapon code for an incident is in the 300-599 series, or no weapon is noted - then the incident will be counted in the "With Out" Weapon category</p> <p><i>Formula</i></p>
177	<b>With Weapon</b>	<p>The number of battery on inmate incidents involving the use of a weapon.</p> <p><i>DIRS</i></p>
178	<b>Without Weapon</b>	<p>The number of battery on inmate incidents without the use of a weapon.</p> <p><i>DIRS</i></p>
179	<b>Cell Extractions</b>	<p>The number of cell extractions conducted during the reporting period.</p> <p><i>DIRS</i></p>
180	<b>Cell Extractions (KEYHEA)</b>	<p>The number of KEYHEA cell extractions conducted during the reported period.</p> <p><i>Institution Reported</i></p>
181	<b>Escapes</b>	<p>The number of escapes that occurred during the reporting period.</p> <p><i>DIRS</i></p>
182	<b>Escapes- Number of Inmates Involved</b>	<p>The number of inmates involved in escapes during the reporting period.</p> <p><i>DIRS</i></p>
183	<b>Attempted Escapes</b>	<p>The number of attempted escapes that occurred during the reporting period.</p> <p><i>DIRS</i></p>
184	<b>Melee/Riot</b>	<p>The number of riots that occurred during the reporting period.</p> <p><i>DIRS</i></p>
186	<b>Possession of a weapon</b>	<p>The number of incidents involving the possession of a weapon during a reporting period.</p> <p><i>DIRS</i></p>
187	<b>Resisting Staff</b>	<p>The number of resisting staff incidents that occurred during the reporting period.</p> <p><i>DIRS</i></p>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Incidents

## Custody Operations

<b>188</b>	<b>Threatening Staff</b>	The number of threatening staff incidents that occurred during the reporting period. <i>DIRS</i>
<b>189</b>	<b>Attempted Suicide</b>	The number of attempted suicides that occurred during the reporting period. <i>DIRS</i>
<b>190</b>	<b>Suicide</b>	The number of suicides that occurred during the reporting period. <i>DCHCS</i>
<b>191</b>	<b>Expected Death</b>	The number of expected deaths that occurred during the reporting period. <i>DIRS</i>
<b>192</b>	<b>Homicide</b>	The number of homicides that occurred during the reporting period. <i>DIRS</i>
<b>193</b>	<b>Unexpected Death</b>	The number of unexpected deaths that occurred during the reporting period. <i>DIRS</i>
<b>194</b>	<b>Contraband Cell Phone Discoveries</b>	This data is pulled from the Contraband Cellular Telephone Discoveries Report (CCTDR) total by institution by month, and is maintained at the DAI Mission level. <i>CCTDR</i>
<b>195</b>	<b>Miscellaneous</b>	A miscellaneous incident is any incident that is not classified as one of the following categories: Controlled Substance, Battery on Staff, Battery on Inmate, Cell Extraction, Escape, Attempted Escape, Melee or Riot, Possession of a Weapon, Resisting Staff, Threatening Staff, Attempted Suicide, Suicide, Expected Death, Homicide, Unexpected Death, and Contraband Cell Phone Discoveries. Enter the number of miscellaneous incidents not included in the above list that have occurred during the reporting period. <i>DIRS</i>
<b>Integrated Housing Program (IHP)</b>		
<b>197</b>	<b>Total Number IHP Coded Inmates</b>	This count is received from DDPS for the number of male inmates that have an IHP Code. This count is received on the last day of the calendar month. <i>DDPS</i>
<b>198</b>	<b>Total Number Non IHP Coded Inmates</b>	This count is received from DDPS on the number of male inmates that do not have an IHP Code. This count is received on the last day of the calendar month. <i>DDPS</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## In Cell Violence/Incidents

## Custody Operations

**200**    **Number of In Cell Violence/Incidents (Between**    Provide the number of "In Cell" acts committed by inmates of the same race  
*Institution Reported*

**201**    **Number of In Cell Violence/Incidents(Between**    Provide the number of "In Cell" acts committed by inmates of different races  
*Institution Reported*

**202**    **Total Number of In Cell Violence/Incidents as Result of the**    Provide the number of incidents that are the result of the IHP  
*Institution Reported*

## Indecent Exposure Incidents

**204**    **Total number of incidents (first time and repeat offenders)**    Total of all incidents that have the text 'Indecent Exposure' in the Specific Crime field. Multiple, but not all, categories under the code of '3007 - Sexual Behavior.'  
*DIRS*

**205**    **Number of D.A. Referrals**    Total of all incidents that have the text 'Indecent Exposure' in the Specific Crime field and check-marked as a DA referral on the CDCR Crime Incident Report. \*\*Note: If the Incident Commander fails to check the DA referral box on the CDCR 837-A, it will not be counted on this line.  
*DIRS*

**206**    **Number of documented mental health referrals (inmates)**    Enter the number of documented inmate mental health referrals for indecent exposure incidents.  
*Institution Reported*

**207**    **Total number of victims**    The total number of victims affected by the indecent exposure incidents. This will include totals for which the 'victim' checkbox has been checked on the CDCR 837 Part B1 - Inmates, Part B2 - Staff, and Part B3 - Visitors. This number will not necessarily match the total number of incidents as there can be multiple victims per incident. \*\*Note: If the Incident Commander fails to check the 'victim' box on the CDCR 837-B1, B2 or B3, it will not be counted on this line.  
*DIRS*

**208**    **Number of Sexual Misconduct Reports completed (employee)**    These totals include all incidents that have the text 'Sexual Misconduct' and 'Indecent Exposure' in the Specific Crime field of the CDCR 837-A that fall within the the categories under the Title 15 code of 3007 Sexual Behavior. As a result, the total will not necessarily equal the total number of Indecent Exposure incidents as reported above.  
*DIRS*

## Inmate Appeals

**210**    **Total Appeals received by the Appeals Office**    Formula: Sum of: "Total Appeals issued a Log Number" + "Total Appeal Screen Out" = Total Appeals Received by the Appeals Office  
*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Appeals

## Custody Operations

- 211 Total Appeals Issued a Log Number** Formula: Total of Inmate Appeal Breakdown Sum of: "Disciplinary" + "Custody/Classification" + "Mail" + "Visiting" + "Personal Property" + "Case Records" + "Staff Complaints" + "Living Conditions" + "Legal" + "Program" + "Segregation Hearings" + "Work Incentive" + "Re-Entry" + "Transfer" + "Funds" + "Other" + "ADA (1824's)" = Total Appeals Issued a Log Number  
*Formula*
- 212 Total Screen Outs** This data represents the total number of appeals screened out and returned to the appellant during the reporting period, meeting the screen out criteria within CCR. Title 15, DIV 3, Section 3084.3. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Appeals Listings, Screen-Outs for a specific time period. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month. Do not include informal appeal counts when reporting screen out data.  
*Institution Reported*
- 213 Overdue Appeals (Non-Medical) (Point-in-Time)** This data represents the number of Non-Medical related appeals for the reporting period that were not completed within allowed time frames per CCR, Title 15, Section 3084. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Overdue Appeals. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*
- 214 Overdue Appeals Non-Medical (Monthly Cumulative)** This data represents the number of Non-Medical related appeals for the reporting period that were not completed within allowed time frames per CCR, Title 15, Section 3084. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Compliance Reports and provides the number of overdue appeals that occurred throughout the month (rather than those that are only showing outstanding at the end of the reporting month). The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*
- 215 Overdue Appeals (ADA)** This data represents the number of ADA related appeals for the reporting period that were not completed within allowed time frames per CCR, Title 15, Section 3084. This data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Overdue Appeals. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Appeals

## Custody Operations

**216 Total Modification Orders Issued (Third Level Only)** These are appeals that have been overturned at the 3rd Level of review, requiring a modification to the 2nd Level decision. The data is collected from the Inmate Appeals Tracking System (IATS) under Reports, Modification Orders. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*

**217 Appeals Per 100 Inmates** Formula: "Total Appeals Issued a Log Number" ÷ "Inmate Count" = Ratio per 100 Inmates  
*Formula*

## Inmate Appeal Breakdown

**219 Disciplinary** This is the total number of disciplinary appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*

**220 Custody/Classification** This is the total number of custody/classification appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*

**221 Mail** This is the total number of mail appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*

**222 Visiting** This is the total number of visiting appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*

**223 Personal Property** This is the total number of personal property appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Appeal Breakdown

## Custody Operations

### 224 Case Records

This is the total number of case records appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 225 Staff Complaints

This is the total number of staff complaint appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 226 Staff Complaints - Medical

This is the total number of medical staff complaint appeals received and issued a log number during the reporting period. The data is collected from the Medical Appeals Tracking System (MATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 227 Living Conditions

This is the total number of living conditions appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 228 Legal

This is the total number of legal appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 229 Program

This is the total number of program appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Appeal Breakdown

## Custody Operations

### 230 Segregation Hearings

This is the total number of segregation hearing appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 231 Work Incentive

This is the total number of work incentive appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 232 Re-Entry

This is the total number of re-entry appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 233 Transfer

This is the total number of transfer appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 234 Funds

This is the total number of fund appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 235 Other

This is the total number of "other" appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Appeal Breakdown

## Custody Operations

**237 ADA (1824's)**

This is the total number of ADA appeals received and issued a log number during the reporting period. The data is collected from the Inmate Appeals Tracking Systems (IATS) under Reports, Monthly Reports. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

## Inmate Medical Appeals

**239 Total Appeals Received by the Appeals Office**

Formula: Sum of: "Total Medical Appeals issued a Log Number" + "Total Medical Appeals Screen Out" = Total Medical Appeals Received by the Medical Appeals Office

*Formula*

**240 Total Appeals Issued a Log Number**

The data is collected on the first working day of each month and represents data captured between 12:01 a.m on the first day of the reporting month, and midnight on the last day of the reporting month. This data is collected from the Medical Appeals Tracking System (MATS).

*Institution Reported*

**241 Total Appeals Screen Outs**

This data represents the total number of medical appeals screened out and returned to the appellant during the reporting period, meeting the screen out criteria within CCR. Title 15, DIV 3, Section 3084.3. This data is collected from from the Medical Appeals Tracking System (MATS) under Reports, Outcome for a specific time period. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month. Do not include informal appeal counts when reporting screen out data.

*Institution Reported*

**242 Overdue Appeals -Medical Related (Point-in-Time)**

This data represents the number of Medical-related appeals for the reporting period that were not completed within allowed timeframes per CCR, Title 15, Section 3084. This data represents a point-in-time reflecting only those overdue appeals as of the last day of the monthly reporting period. This data is received retrieved from the Column: Formal Overdue; Section: General Appeal Activity; Sheet: Monthly Summary Report in the IMATP Monthly Summary Report General Appeal Activity Section from the Formal Overdue column for each institution via the Division of Correctional California Prison Health Care Services (CPHCS).

*Health Care Services Monthly Report*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Medical Appeals

## Custody Operations

### 243 Overdue Appeals - Medical Related (Monthly Cumulative)

This data represents cumulative overdue appeal data for Dental (Perez) and ADA (Armstrong) only and excludes Mental Health (Coleman) and Medical Compliance (Perez).

This data represents the number of cumulative Medical-related Dental and ADA appeals for the reporting period that were not completed within allowed timeframes per CCR, Title 15, Section 3084. This data provides the number of overdue appeals that occurred throughout the month (running total – rather than those that are only showing outstanding at the end of the reporting month).

The ADA Overdue data is retrieved received from the Column C and title: Late; Section: ADA 1-MonthData; Sheet: Sheet1 via ADA Monthly Report;

The Dental Overdue data is retrieved from the Column F and title: Overdue;; Section: DENTAL APPEALS – Institution Level; Sheet: Sheet1 via Monthly Perez Report. The data is manually counted by institutions and report to CPHCS.

Both monthly ADA and Perez reports come from CPHCS. :MATS Program ADA and Dental Summary Reports via the Division of Correctional Health Care Services. CPHCS.

The Overdue Appeals = ADA overdue + Dental Overdue.

*Health Care Services Monthly Report*

### 245 Total Modification Orders Issued

These are medical appeals that have been overturned at the 3rd Level of review, requiring a modification to the 2nd Level decision. The data is collected from the Medical Appeals Tracking System (MATS) under Reports, Modification Orders. The data is collected on the first working day of each month and represents data captured between 12:01 am on the first day of the reporting month, and midnight on the last day of the reporting month.

*Institution Reported*

### 246 Appeals Per 100 Inmates

Formula: "Total Medical Appeals Issued a Log Number" ÷ "Inmate Count" = Ratio per 100 Inmates

*Formula*

## Academic Programs - Full Time

## Programs

### 249 Inmate Quota

The standard full-time equivalent is 27 students per teacher. Teachers may have full-time and half-time students assigned to equal a full-time equivalent of 27. Therefore the quota of full-time students is that portion of students assigned full-time. For example, a teacher has a class quota of 27 full-time equivalents, of which 20 are designated as full-time slots, while 14 are designated as half-time slots to make the full-time equivalent of a quota of 27. The full-time student quota for that teacher will then be 20.

*EMR*

### 250 Inmate Enrollment

The number of inmates assigned to a traditional education program on a full-time basis. Counting rule: Determine the total number of inmates assigned into an academic program full-time during the reporting period. (Note: a class may consist of all full-time assignments or a combination of full-time and half-time assignments.) For this area, report only full-time student assignments.

*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Academic Programs - Full Time

## Programs

**251 % of Total Capacity Enrolled**

Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$

*Formula*

## Academic Programs - Half Time

**253 Inmate Quota**

The standard full-time equivalent is 27 students per teacher. Teachers may have full-time and half-time students assigned to a full-time equivalent of 27. Therefore the quota of half-time students is that portion of students assigned half-time. For example, a teacher has a class quota of 27 full-time equivalents, of which 20 are designated as full-time slots, while 14 are designated as half-time slots to make the full-time equivalent of a quota of 27. The half-time student quota will then be 14.

*EMR*

**254 Inmate Enrollment**

The number of inmates assigned to a traditional education program on a half-time equivalent basis. Counting Rule: Determine the total number of inmates assigned into an academic program half-time during the reporting period. (Note: a class may consist of all full-time assignments, all half-time assignments, or a combination of both.) For this area, report only half-time assignments.

*EMR*

**255 % of Total Capacity Enrolled**

Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$

*Formula*

## Academic Programs - Attendance Tracking

**257 Average Daily Attendance**

EMR Counting Rule: Formula:  $[(X\text{-Time} \div \text{No. of Hours in School Day}) \div \text{No. of Days in Month}] \times 100$  Take the total amount of time student attends class (X-Time) divided by the number of hours of the school day (based on the institution's schedule it may be 6.5, 3.5, etc.) After obtaining that figure divide by the number of days in school for that month.

*EMR*

**258 Total Hours X-Time**

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate attends the classroom in which they are assigned.

*EMR*

**259 Total Hours S-Time**

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate was assigned to a program but was unable to attend due to circumstances beyond their control.

*EMR*

**260 Total S-Time Non-Education (Include Custody & Medical S-Time)**

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The total number of S-time hours that are due to non-education reasons, including, but not limited to, lockdowns, medical and/or other ducats, etc.

*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Academic Programs - Attendance Tracking

## Programs

**261 Total S-Time Education** EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The total number of Education S-time hours recorded for assigned students, including, but not limited to, teacher vacancies, short-term illness or other unanticipated leave use, training that is not mandatory, special assignment, and acting or out-of-class assignment.

*EMR*

**262 Average Number of Days in School (DIS)** EMR Counting Rule: Provided by the institution: Formula: Count of all school days ÷ No of Students = Average Number of Days in School \_\_\_\_\_ Determine the number of school days the inmate has been assigned, based on the OCE negotiated school calendar. For students still assigned, calculate each school day and omit regular days off. (Note, the school calendar is 208 days for 5/8/40 schedules and 164 days for 4/10/40 schedules.) Days are to include all school days, no training or break days, whether or not the inmate was in attendance. To determine the average number of school days, count all days and divide by the number of students in the program.

*EMR*

**263 Average Length of Time in Assignment (LTA)** EMR Counting Rule: Provided by the institution: Formula: LTA: Count of day of entry to end of month. Average LTA ÷ No of Students Assigned = Average Length of Time in Assignment \_\_\_\_\_ Length of time in an assignment is a statistical reference based upon an inmate's entrance and exit date, based upon the total number of days in a Julian calendar. For students still assigned: count the days from entry to end of month by days. For students that are dropped, use the same formula except replace the last day of the month with the day the student was dropped. The average number of calendar days (based upon the Julian calendar day) inmate students have been assigned to an education program divided by the number of inmate students enrolled/assigned at the end of the month (include students that were dropped during the month).

*EMR*

## Academic Programs - Outcomes and Completions

**265 Number of Program Completions** EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). Total number of students that were unassigned due to completing the entire program, such as ABE II or GED. [Budget Display Act requirement performance measure]

*EMR*

**266 English Language Development (ELD)** The student has completed the ELD program when all requisite assignments have been passed, and the student is promoted to the next level of instruction.

*EMR*

**267 Adult Basic Education (ABE) 1** The student has completed the ABE I program when all requisite assignments have been passed, and the student is promoted to the next level of instruction.

*EMR*

**268 Adult Basic Education (ABE) 2** The student has completed the ABE 2 program when all requisite assignments have been passed, and the student is promoted to the next level of instruction.

*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Academic Programs - Outcomes and Completions

## Programs

**269 Adult Basic Education (ABE) 3** The student has completed the ABE 3 program when all requisite assignments have been passed, and the student is promoted to the next level of instruction.

*EMR*

**270 GED Certificate Completion** Total number of GED certifications earned. Do not include sub tests.

*EMR*

**271 High School Diploma** Count the number of High School Diplomas Earned.

*EMR*

**272 Number of inmates on Academic Waiting List** The total number of inmates at your institution on the Academic Education Programs waiting list.

*EMR*

## Academic Programs - Programming Eligible Inmate Population

**274 Average Reading Level of Inmates (Students)** The institution's testing coordinators compile the data from an average of the TABE scores that are gathered each month from the numbers of students tested. This information is not part of the EMR Report and needs to be communicated directly from the institution.

*EMR*

**275 Inmates (Students) Reading Level < 9.0** Report the total number of inmates in the institution with a TABE reading score below 9.0. Note: This information is received from the EMR report and is a sum of the following three lines from that report: 1) TABE Scores 3.9, and below; 2) TABE Scores 4.0 - 6.9; and 3) TABE Scores 7.0 - 8.9.

*EMR*

**276 Inmates (Students) Reading Level > 9.0** The total number of inmates in the institution with a TABE reading score 9.0 and above.

*EMR*

## Independent Study Students

**278 Student Quota** Quota is defined as the number of students who may potentially be assigned in a non-traditional independent study program as a volunteer student. Counting rule: Determine the total inmate quota by multiplying the number of teaching positions to the established student ratio for the program at 120:1.

*EMR*

**279 Students Enrolled** Count the number of enrolled students who are successfully participating in independent study, appropriately documented on the Permanent Class Record Card and producing approximately 15 hours of work per week. These students must be matriculating through a standardized curriculum that will result in a GED or High School diploma. Do not include college students in this count. Do not include students that are not producing at least 15 hours of work per week.

*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Distance Learning Students

## Programs

**281 Student Quota** Quota is defined as the number of students who may potentially be assigned in a non-traditional Distance Learning program as a volunteer student. Counting rule: Determine the total inmate quota by multiplying the number of teaching positions to established student ratio for the program at 120:1. Do not include college students in this count.

*EMR*

**282 Students Enrolled** The total number of students enrolled in distance learning courses during the reporting month. Distance learning students are enrolled in a professional or semi-professional trade or correspondence instruction course that does not qualify as an accredited college course (i.e., there are no transferable credits or units awarded for satisfactory completion of the course). These distance learning courses must provide the student with a certificate of completion once the student has successfully completed the course. The student must be enrolled and receive services in conjunction with the distance learning coordinator. Distance Learning students are also provided work equal to 15 hours per week, those students not completing a minimum of 15 hours of work a week are not counted.

*EMR*

## Bridging Programs

**284 Inmate Quota (PY Driven)** Add the number of academic Bridging Education teachers, Re-entry Program instructors, and the Artist Facilitator and multiply by the standard ratio of 54 students. This will equal your Bridging Education Quota.

*EMR*

**285 Inmate Enrollment** Count the number of students assigned to a Bridging Program.

*EMR*

## Post Secondary Incarcerated Youthful Offender (IYO) Programs

**287 Inmate Enrollment** Complete only if you have an IYO program at your institution. Determine the number of students enrolled in the IYO program at your institution during the reporting month.

*EMR*

**288 Total Completions** Count the number of College Course completions. Do not include in other college section. Determine the number of college courses completed by students who are enrolled in the IYO Program.

*EMR*

**289 Completion Certificates Earned** Count the number of Course completions. Do not include in other college section. Determine the number of transferrable accredited college credits and/or units completed by students who are enrolled in the IYO Program.

*EMR*

**290 Completion Degrees Earned** Count the number of AA degrees earned. Count the number of students who earned an Associate of Arts degree through the IYO Program.

*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## College Programs (unfunded)

## Programs

**292 No. of College Students Participating** OCE to provide current counting rule.  
*EMR*

**293 No. of Course Completions** OCE to provide current counting rule.  
*EMR*

**294 No. of Units/Credits Earned (total)** OCE to provide current counting rule.  
*EMR*

**295 No. of Associate Degrees** OCE to provide current counting rule.  
*EMR*

**296 No. of Bachelor Degrees** OCE to provide current counting rule.  
*EMR*

**297 No. of Master Degrees** OCE to provide current counting rule.  
*EMR*

**298 No. of College Course Assessments** OCE to provide current counting rule.  
*EMR*

## Vocational Programs - Full Time

**300 Inmate Quota** The standard full-time equivalent is 27 students per teacher. Teachers may have full-time and half-time students assigned to equal a full-time equivalent of 27. Therefore the quota of full-time students is that portion of students assigned full-time. For example, a teacher has a class quota of 27 full-time equivalents, of which 20 are designated as full-time slots, while 14 are designated as half-time slots to make the full-time equivalent of a quota of 27. The full-time student quota for that teacher will then be 20.  
*EMR*

**301 Inmate Enrollment** The number of inmates assigned to a traditional education program on a full-time basis. Counting rule: Determine the total number of inmates assigned into an academic program full-time during the reporting period. (Note: a class may consist of all full-time assignments or a combination of full-time and half-time assignments.) For this area, report only full-time student assignments.  
*EMR*

**302 % of Total Capacity Enrolled** Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$   
*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Vocational Programs - Half Time

## Programs

### 304 Inmate Quota

The standard full-time equivalent is 27 students per teacher. Teachers may have full-time and half-time students assigned to a full-time equivalent of 27. Therefore the quota of half-time students is that portion of students assigned half-time. For example, a teacher has a class quota of 27 full-time equivalents, of which 20 are designated as full-time slots, while 14 are designated as half-time slots to make the full-time equivalent of a quota of 27. The half-time student quota will then be 14.

**EMR**

### 305 Inmate Enrollment

The number of inmates assigned to a traditional education program on a half-time equivalent basis. Counting Rule: Determine the total number of inmates assigned into an academic program half-time during the reporting period. (Note: a class may consist of all full-time assignments, all half-time assignments, or a combination of both.) For this area, report only half-time assignments.

**EMR**

### 306 % of Total Capacity Enrolled

Formula:  $\text{Inmate Quota} \div \text{Inmate Assignments} = \text{Percent of Total Quota Enrolled}$

**Formula**

## Vocational Programs - Attendance Tracking

### 308 Average Daily Attendance

EMR Counting Rule: Formula:  $[(X\text{-Time} \div \text{No. of Hours in School Day}) \div \text{No. of Days in Month}]$  \_\_\_\_\_ Take the total amount of time student attends class (X-Time) divided by the number of hours of the school day (based on the institution's schedule it may be 6.5, 3.5, etc.) After obtaining that figure, divide by the Number of Days in school for that month.

**EMR**

### 309 Total X-Time

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate attends the classroom in which they are assigned.

**EMR**

### 310 Total S-Time

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The amount of time an inmate was assigned to a program but was unable to attend due to circumstances beyond their control.

**EMR**

### 311 Total S-Time Non-Education (Include Custody & Medical S-Time)

EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The total number of S-time hours that are due to non-education reasons, including, but not limited to, lock-downs, medical and/or other ducats, etc.

**EMR**



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Vocational Programs - Attendance Tracking

## Programs

**312 Total S-Time Education** EMR Counting Rule: Provided by the institution from the Permanent Class Record (PCR). The total number of Education S-time hours recorded for assigned students, including, but not limited to, teacher vacancies, short-term illness or other unanticipated leave use, training that is not mandatory, special assignment, and acting or out-of-class assignment.  
*EMR*

**313 Average Number of Days in School (DIS)** EMR Counting Rule: Provided by the institution: Formula: Count of all school days ÷ No of Students = Average Number of Days in School \_\_\_\_\_ Determine the number of school days the inmate has been assigned, based on the OCE negotiated school calendar. For students still assigned, calculate each school day and omit regular days off. (Note, the school calendar is 208 days for 5/8/40 schedules and 164 days for 4/10/40 schedules.) Days are to include all school days, no training or break days, whether or not the inmate was in attendance. To determine the average number of school days, count all days and divide by the number of students in the program.  
*EMR*

**314 Average Length of Time in Assignment (LTA)** EMR Counting Rule: Provided by the institution: Formula: LTA: Count of day of entry to end of month. Average LTA ÷ No of Students Students Assigned = Average Length of Time in Assignment \_\_\_\_\_ Length of time in an assignment is a statistical reference based upon an inmate's entrance and exit date, based upon the total number of days in a Julian calendar. For students still assigned: count the days from entry to end of month by days. For students that are dropped, use the same formula except replace the last day of the month with the day the student was dropped. the average number of calendar days (based upon the Julian calendar day) inmate students have been assigned to an education program divided by the number of inmate students enrolled/assigned at the end of the month (include students that were dropped during the month).  
*EMR*

## Vocational Programs - Outcomes and Completions

**316 Number of Inmates on VOC Waiting List** The total number of inmates at your institution on the Vocational Education Programs waiting list.  
*EMR*

## National Center for Construction, Education, and Research (NCCER's)

**318 Component Completion** The total number of NCCER component completions awarded to inmates during the reporting month. For example in Carpentry, a component completion would be Carpentry Level 1, etc. One book equals one component completion, do not include NCCER Core Completions. Please use the passing date as the date of completion.  
*EMR*

**319 Program Completion** The total number of students who have completed all required NCCER components during the reporting month. (Example: If the program has 5 components and the student had completed 4 components prior to this month and he/she completed the last required component this month, this would constitute 1 NCCER Program Completion. (Note: this would also count 1 in the NCCER Carpentry Component Completion box.)+C222  
*EMR*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Non - NCCER's

## Programs

### 321 Course Completion

The total number of four-digit curriculum courses completed by inmates during the reporting month. For example, V01.00 is Business Occupations and within it are three Office Services courses: V01.02 Level I, V01.03 Level II, and V01.04 Level III. Report each one completed. Similarly Ornamental Horticulture has five courses: V11.01 Landscape Maintenance, V11.02 Landscape Installation, V11.03 Landscape Irrigation, V11.04 Retail Nursery Professional, and V11.05 Pesticide Applicator. Report the total number of vocational courses completed during the month. Do not include NCCER Components in this tab. Please use the passing date as the date of completion.

*EMR*

### 322 Program Completions

The total number of students who have completed all required assignments in the program (e.g., Landscaping has five V numbers: V011.01, V011.02, V011.03, V011.04, V011.05. When a student completes all the assignments for all five V number courses, it is considered a program completion.

*EMR*

### 323 Industry Certifications

The total number of Industry Certifications awarded to inmates during the reporting month. For example: ASE, ICAR, ASE, C-Tech I, C-Tech II, C-Tech III, ETA, ABO, NIMS, MOS, OPEESA, AWS (do not include NCCER-issued AWS). Please specify type of Certification earned as well in the Accomplishment tabs.

*EMR*

### 324 Professional Licenses

The total number of professional licenses awarded inmates during the reporting month by the Board of Barbering and Cosmetology, Department of Pesticide Regulations, Occupational Safety and Health Administration, and Environmental Protection Agency.

*EMR*

## Inmate Work Assignments

### 326 Available Assignments

Formula: Full Time Assignments + Half Time Assignments = Total Available Assignments

*Formula*

### 327 Full Time

This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.

*DDPS*

### 328 Half Time

This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.

*DDPS*

### 329 Eligible Inmates

This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.

*DDPS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Work Assignments

## Programs

<b>330</b>	<b>Inmates Assigned</b>	Formula: Full Time Assignments + Total Half Time Assignments = Total Inmates Assigned <i>Formula</i>
<b>331</b>	<b>Full Time</b>	This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
<b>332</b>	<b>Half Time</b>	Formula: One Half Time Assignments + Two Half Time Assignments = Total Half Time Assignments <i>Formula</i>
<b>333</b>	<b>One Half Time Assignment</b>	This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
<b>334</b>	<b>Two Half Time Assignments</b>	This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot. <i>DDPS</i>
<b>335</b>	<b>Vacant Work Assignments</b>	Formula: Difference of: "Available Assignments" - "Inmates Assigned" = Vacant Work Assignments <i>Formula</i>
<b>336</b>	<b>Percent of Filled Work Assignments</b>	Formula: "Inmates Assigned" ÷ "Available Assignments" = Percent of Filled Work Assignments <i>Formula</i>
<b>337</b>	<b>Percent of Filled Work Assignments - Full Time</b>	The Percent of Filled Full-Time Work Assignments = Number of Full-Time Assigned Inmates divided by the Number of Full-Time Assignments. <i>DDPS</i>
<b>338</b>	<b>Percentage of Filled Work Assignments - Half-Time</b>	The Percent of Filled Half-Time Work Assignments = Number of inmates with One Half Time Assignment, Plus Two times the number of inmates with two half-time assignments, divided by the Number of Half-Time Assignments available" (One-Half-Time Inmates + (2 * Two-Half-Time Inmates)) / Total Half-Time Assignments. <i>DDPS</i>
<b>339</b>	<b>Inmates Unassigned</b>	Formula: Sum of: "Voluntary" + "Involuntary" = Inmates Unassigned <i>Formula</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Inmate Work Assignments

## Programs

**340 Voluntary** This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.  
*DDPS*

**341 Involuntary** This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.  
*DDPS*

**342 Inmates on Waiting List** Enter the number of inmates on a waiting list for placement into a work assignment on the last counting day of the month. This value can be determined by contacting Inmate Assignments and accessing the "Inmate Work/Training Assignments Monthly Report." Determine the total by referring to the section of the report titled "Part B Category Breakdown of Eligible but Unassigned Inmates" and then record the total as listed in the final line "Part B-Total Inmates."  
*Institution Reported*

## Office of Substance Abuse and Treatment Services (OSATS)

**344 SAP Beds** Enter the number of contracted SAP beds available during the reporting period.  
*Institution Reported*

**345 SAP Beds Filled** Enter the number of SAP beds filled during the reporting period.  
*Institution Reported*

**346 % of SAP Beds Filled** Formula: "SAP Beds Filled" ÷ "SAP Beds" = Percent of SAP Beds Filled [Budget Display Act requirement performance measure]  
*Formula*

**347 Waiting List of Potential SAP Participants** Enter the number of inmates on the SAP waiting list during the reporting period.  
*Institution Reported*

**348 Number of Program Completions** Enter the number of SAP program completions during the reporting period. [Budget Display Act requirement performance measure]  
*Institution Reported*

**349 Program Utilization X-Time** Total number of X Time for OSATS  
*ICATS*

**350 Program Utilization XSEA Total** Total number of XSEA Time  
*ICATS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Office of Substance Abuse and Treatment Services (OSATS)

## Programs

**351 Program Utilization Rate (AB900 Benchmark 5)** Program Utilization Rate (AB900 Benchmark 5)  
*Formula*

## Prison Industry Authority

**353 PIA Assignments** This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.  
*DDPS*

**354 PIA Assignments Filled** This data is received from the DDPS (JAWIP) database on the last Friday of the reporting month. This data is a monthly snapshot.  
*DDPS*

**355 % of PIA Assignments Filled** Formula:  $\text{PIA Assignments Filled} \div \text{PIA Assignments} = \text{Percent of PIA Assignments Filled}$  [Budget Display Act requirement performance measure]  
*Formula*

**356 PIA Lost Hours** PIA Lost Hours = 'Custody' Lost Hours + 'Ducats' Lost Hours + 'Industry Related' Lost Hours + 'Other' Lost Hours + 'Vacant' Lost Hours. This data is retrieved from the PIA Headquarters Lost Hours Report.  
*Formula*

**357 (Custody) PIA Lost Hours** Custody Lost Hours include: Lockdowns, restricted movement, recalls, CDC 115, disciplinary hearings, confined to quarters, administrative segregation, gate passes/awaiting or pulled and late releases. This data is retrieved from the 'Custody' column on the PIA Lost Hours Report.  
*PIA Headquarters Lost Hours Report*

**358 (Ducats) PIA Lost Hours** Ducat Lost Hours include: Medical, ETO time/visits, priority ducats, on the job injury, vocational education break, out to court and lay-in. This data is retrieved from the 'Ducat' column on the PIA Lost Hours Report.  
*PIA Headquarters Lost Hours Report*

**359 (Industry Related) PIA Lost Hours** Industry-Related Lost Hours include: Material shortages, orders complete (lack of work), supervisor absence, inventory and power outages/equipment downtime. This data is retrieved from the 'Ind-Rel' column on the PIA Lost Hours Report.  
*PIA Headquarters Lost Hours Report*

**360 (Other) PIA Lost Hours** Other Lost Hours include: Classification hearings, unexcused absence, inclement weather (fog & heat), inappropriate clothing and other. This data is retrieved from the 'Other' column on the PIA Lost Hours Report.  
*PIA Headquarters Lost Hours Report*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Prison Industry Authority

## Programs

**361 (Vacant) PIA Lost Hours**

Vacant Lost Hours: Amount of lost hours due to vacant positions. This data is retrieved from the 'Vacant' column on the PIA Lost Hours Report.

*PIA Headquarters Lost Hours Report*

## Inmate Leisure Time Activity Groups (ILTAG)

**363 Total Number of ILTAG Groups**

Enter the total number of ILTAG groups at the institution that meet the criteria outlined in the CCR Title 15 section 3233.

*Institution Reported*

**364 Total Number of Meetings Held**

Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Meetings Held

*Formula*

**365 Total Number of Attendees (for all meetings held)**

Formula: Sum of: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Attendees

*Formula*

**366 Total Number of Contact Hours (for all meetings held)**

Formula: Sum of Contact Hours for: "AA" + "NA" + "Veteran's" + "Other" = Total Number of Contact Hours

*Formula*

## Alcoholics Anonymous (AA)

**368 Total Number of Meetings Held**

Enter the total number of meetings held during the reporting period.

*Institution Reported*

**369 Total Number of Attendees**

Enter the total number of AA meeting attendees as of the last day of the monthly reporting period.

*Institution Reported*

**370 Contact Hours**

This is the total number of AA participants multiplied by the total number of hours assigned each meeting per month. (Total AA monthly meeting participants x Total meeting hours = Total Contact Hours.)

*Institution Reported*

## Narcotics Anonymous (NA)

**372 Total Number of Meetings Held**

Enter the total number of meetings held during the reporting period.

*Institution Reported*

**373 Total Number of Attendees**

Enter the total number of NA meeting attendees as of the last day of the monthly reporting period.

*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Narcotics Anonymous (NA)

## Programs

**374 Contact Hours** This is the total number of NA participants multiplied by the total number of hours assigned each meeting per month. (Total NA monthly meeting participants x Total meeting hours = Total Contact Hours.)  
*Institution Reported*

## Veteran's Groups

**376 Total Number of Meetings Held** Enter the total number of meetings held during the reporting period.  
*Institution Reported*

**377 Total Number of Attendees** Enter the total number of Veteran's Groups meeting attendees as of the last day of the monthly reporting period.  
*Institution Reported*

**378 Contact Hours** This is the total number of Veteran's Group participants multiplied by the total number of hours assigned each meeting per month. (Total Veteran's Group monthly meeting participants x Total meeting hours = Total Contact Hours.)  
*Institution Reported*

## All Other ILTAG's

**380 Total Number of Meetings Held** Enter the total number of meetings held during the reporting period.  
*Institution Reported*

**381 Total Number of Attendees** Enter the total number of Other ILTAG meeting attendees as of the last day of the monthly reporting period.  
*Institution Reported*

**382 Contact Hours** This is the total number of 'Other' Group participants multiplied by the total number of hours assigned each meeting per month. (Total 'Other' Group monthly meeting participants x Total meeting hours = Total Contact Hours.)  
*Institution Reported*

## Credits Earned

**384 Inmate Credits Earned (AB 900 Benchmark)** TBD  
*OISB*

## Budget Allotment (Program 25)

## Administration

**387 Allotment** Use the latest Budget Change Document, total General Fund column, total of Program line. This will include funds for both Program 25.  
*Institution Reported*

**388 Surplus/Deficit** Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2006 the information from the May 2006 Monthly Budget Plan would be used to complete this section.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Budget Allotment (Program 45)

## Administration

<b>390 Allotment</b>	Use the latest Budget Change Document, total General Fund column, total of Program line. This will include funds for Program 45. <i>Institution Reported</i>
<b>391 Surplus/Deficit</b>	Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2006 the information from the May 2006 Monthly Budget Plan would be used to complete this section. <i>Institution Reported</i>
<b>Personnel Vacancies (Category)</b>	
<b>393 Total of all personnel in filled positions.</b>	Formula: Sum of: Filled Budgeted Positions ("Custody" + "Other Custody" + "Education" + "Medical Positions" + "Support Staff" + "Trades" + "Management") = Total of all Personnel in Filled Positions. <i>Formula</i>
<b>Custody Codes (9662, 9659, and 9656 of R06, S06, U06 and E06)</b>	
<b>395 Budgeted Positions</b>	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
<b>396 Activations (+) / Deactivations (-)</b>	This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap. <i>Institution Reported</i>
<b>397 Adjusted Budgeted Total</b>	Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions <i>Formula</i>
<b>398 Filled Budgeted Positions</b>	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
<b>399 920 Blanket</b>	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>MIRS</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Custody Codes (9662, 9659, and 9656 of R06, S06, U06 and E06)

## Administration

<b>400</b>	<b>918 Blanket</b>	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>MIRS</i>
<b>401</b>	<b>True Vacancy Total</b>	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
<b>402</b>	<b>902 Blanket</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees. <i>MIRS</i>
<b>403</b>	<b>916 Blanket</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff. <i>MIRS</i>
<b>404</b>	<b>Number of "Other" Type of Leave</b>	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>

## Custody Codes Remaining of (R06, S06, U06 and E06)

<b>406</b>	<b>Budgeted Positions</b>	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
<b>407</b>	<b>Activations (+) / Deactivations (-)</b>	This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap. <i>Institution Reported</i>
<b>408</b>	<b>Adjusted Budgeted Total</b>	Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions <i>Formula</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Custody Codes Remaining of (R06, S06, U06 and E06)

## Administration

<b>409</b>	<b>Filled Budgeted Positions</b>	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
<b>410</b>	<b>920 Blanket</b>	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status. <i>MIRS</i>
<b>411</b>	<b>918 Blanket</b>	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>MIRS</i>
<b>412</b>	<b>True Vacancy Total</b>	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
<b>413</b>	<b>902 Blanket</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees. <i>MIRS</i>
<b>414</b>	<b>916 Blanket</b>	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff. <i>MIRS</i>
<b>415</b>	<b>Number of "Other" Type of Leave</b>	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>

## Education Positions (M03, R03, S03, U03, E03)

<b>417</b>	<b>Budgeted Positions</b>	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
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# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Education Positions (M03, R03, S03, U03, E03)

## Administration

**418 Activations (+) / Deactivations (-)** This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
 Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.

*Institution Reported*

**419 Adjusted Budgeted Total** Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions

*Formula*

**420 Filled Budgeted Positions** Data is received the first week of the month for the previous month's data.

*MIRS*

**421 920 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

*MIRS*

**422 918 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

*MIRS*

**423 True Vacancy Total** Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total

*Formula*

**424 902 Blanket** Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

*MIRS*

**425 916 Blanket** Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Education Positions (M03, R03, S03, U03, E03)

## Administration

**426 Number of "Other" Type of Leave** Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
*Institution Reported*

## Medical Positions (16, 17, 18, 19, 20; R, S, M, U and E)

**428 Budgeted Positions** Data is received the first week of the month for the previous month's data.  
*MIRS*

**429 Activations (+) / Deactivations (-)** This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.  
*Institution Reported*

**430 Adjusted Budgeted Total** Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions  
*Formula*

**431 Filled Budgeted Positions** Data is received the first week of the month for the previous month's data.  
*MIRS*

**432 920 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.  
*MIRS*

**433 918 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.  
*MIRS*

**434 True Vacancy Total** Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total  
*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Medical Positions (16, 17, 18, 19, 20; R, S, M, U and E)

## Administration

**435 902 Blanket** Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

*MIRS*

**436 916 Blanket** Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

*MIRS*

**437 Number of "Other" Type of Leave** Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.

*Institution Reported*

## Support Staff (01, 04; R, S, U, and E)

**439 Budgeted Positions** Data is received the first week of the month for the previous month's data.

*MIRS*

**440 Activations (+) / Deactivations (-)** This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.  
Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.

*Institution Reported*

**441 Adjusted Budgeted Total** Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions

*Formula*

**442 Filled Budgeted Positions** Data is received the first week of the month for the previous month's data.

*MIRS*

**443 920 Blanket** Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Support Staff (01, 04; R, S, U, and E)

## Administration

444	918 Blanket	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position. <i>MIRS</i>
445	True Vacancy Total	Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total <i>Formula</i>
446	902 Blanket	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees. <i>MIRS</i>
447	916 Blanket	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff. <i>MIRS</i>
448	Number of "Other" Type of Leave	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. <i>Institution Reported</i>
<b>Trades (12, 13, 15; R, S, U, and E)</b>		
450	Budgeted Positions	Data is received the first week of the month for the previous month's data. <i>MIRS</i>
451	Activations (+) / Deactivations (-)	This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst. Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time. Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap. <i>Institution Reported</i>
452	Adjusted Budgeted Total	Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions <i>Formula</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Trades (12, 13, 15; R, S, U, and E)

## Administration

### 453 Filled Budgeted Positions

Data is received the first week of the month for the previous month's data.

*MIRS*

### 454 920 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

*MIRS*

### 455 918 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

*MIRS*

### 456 True Vacancy Total

Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total

*Formula*

### 457 902 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

*MIRS*

### 458 916 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

*MIRS*

### 459 Number of "Other" Type of Leave

Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.

*Institution Reported*

## Management (M01, M06, and E99)

### 461 Budgeted Positions

Data is received the first week of the month for the previous month's data.

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Management (M01, M06, and E99)

## Administration

### 462 Activations (+) / Deactivations (-)

This reflects the number of positions from pending 607 activity or activation/deactivations of staffing packages (plus being activations, minus being deactivations) for the reporting month. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.

Note: Activations/Deactivations are not automatically calculated into the next month's Budgeted Positions total since each month is an independent "snapshot" in time.

Activation/Deactivation information on 607's should be monitored continuously, and reconciled monthly by referencing the SCO Tab, and most recent Budget Management Branch Position Recap.

#### *Institution Reported*

### 463 Adjusted Budgeted Total

Formula: Sum of: "Budgeted Positions" + "[Activations (+) or Deactivations (-)]" = Adjusted Budgeted Positions

#### *Formula*

### 464 Filled Budgeted Positions

Data is received the first week of the month for the previous month's data.

#### *MIRS*

### 465 920 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.

#### *MIRS*

### 466 918 Blanket

Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.

#### *MIRS*

### 467 True Vacancy Total

Formula: Difference of: "Adjusted Budgeted Total" - ("Filled Budgeted Positions" + "920 Blanketed Positions" + "918 Blanketed Positions") = True Vacancy Total

#### *Formula*

### 468 902 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.

#### *MIRS*

### 469 916 Blanket

Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.

#### *MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Management (M01, M06, and E99)

## Administration

### 470 Number of "Other" Type of Leave

Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.

*Institution Reported*

## Overtime

### 472 Total

Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Overtime

**Note: Staff working a modified work period under Section 7K of the Fair Labor Standards Act (FLSA) at times will have 2 work periods paid during a single calendar month. When this occurs, overtime for Custody positions (BU6) for all institutions will tend to be double a usual month. This occurred in June 2008, May 2009, and will occur in June 2010.**

*Formula*

### 473 AVG Hours Per Staff

Formula: Sum of: "Total Overtime" ÷ "Total of All Personnel in Filled Positions" = Average Hours Per Staff

*Formula*

### 474 Custody

Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Overtime

*Formula*

### 475 Lieutenants

The total number of overtime hours used by the lieutenant classification during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*

### 476 Sergeants

The total number of overtime hours used by the sergeant classification during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*

### 477 Officers

The total number of overtime hours used by the officer classification during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*

### 478 Other Custody

The total number of overtime hours used by other custody classifications during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Overtime

## Administration

### 479 Non-Custody

The total number of overtime hours used by non-custody classifications during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*

### 480 Medical

The total number of overtime hours used by medical classifications during the reporting period. Data is received the week following the 20th of the month for the previous month's data.

*MIRS*

## Sick Leave

### 482 Total Hours

Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Sick Leave

*Formula*

### 483 AVG Hours Per Staff

Formula: "Total Sick Leave" ÷ "Total of All Personnel in Filled Positions" = Average Hours Per Staff

*Formula*

### 484 Custody

Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Sick Leave

*Formula*

### 485 Lieutenants

The total number of sick leave hours used by the lieutenant classification during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 486 Sergeants

The total number of sick leave hours used by the sergeant classification during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 487 Officers

The total number of sick leave hours used by the officer classification during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 488 Other Custody

The total number of sick leave hours used by other custody classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Sick Leave

## Administration

### 489 Non-Custody

The total number of sick leave hours used by non-custody classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 490 Medical

The total number of sick leave hours used by medical classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

## In-Lieu of Sick Leave

### 492 Total Hours

Formula: Sum of: "Custody" + "Non-Custody" + "Medical" = Total Sick Leave

*Formula*

### 493 AVG Hours Per Staff

Formula: Total Sick Leave ÷ Total of All Personnel in Filled Positions = Average Hours Per Staff

*Formula*

### 494 Custody

Formula: Sum of: "Lieutenants" + "Sergeants" + "Officers" + "Other Custody" = Custody Sick Leave

*Formula*

### 495 Lieutenants

The total number of "in lieu of sick leave hours" used by the lieutenant classification during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 496 Sergeants

The total number of "in lieu of sick leave hours" used by the sergeant classification during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 497 Officers

The total number of "in lieu of sick leave hours" used by the officer classification during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

### 498 Other Custody

The total number of "in lieu of sick leave hours" used by other custody classifications during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## In-Lieu of Sick Leave

## Administration

**499 Non-Custody**

The total number of "in lieu of sick leave hours" used by non-custody classifications during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

**500 Medical**

The total number of "in lieu of sick leave hours" used by medical classifications during the reporting period. Data is received the week following the 23rd of the month for the previous month's data (after SCO has consolidated the Sick Leave data).

*MIRS*

## Annual Leave

**502 Total Hours**

Formula: Sum of 'Custody' + 'Non-Custody' + 'Medical' = Total Annual Leave.

*Formula*

**503 AVG Hours Per Staff**

Formula: Sum of 'Total Annual Leave' ÷ 'Total of All Personnel in Filled Positions' = Average Hours Per Staff.

*Formula*

**504 Custody**

Formula: Sum of 'Lieutenants' + 'Sergeants' + 'Officers' + 'Other Custody' = Custody Annual Leave.

*Formula*

**505 Lieutenants**

The total number of 'Annual Leave Hours' taken by the Lieutenant classification during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*

**506 Sergeants**

The total number of 'Annual Leave Hours' taken by the Sergeant classification during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*

**507 Officers**

The total number of 'Annual Leave Hours' taken by the Officer classification during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*

**508 Other Custody**

The total number of 'Annual Leave Hours' taken by the Other Custody classification during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*

**509 Non-Custody**

The total number of 'Annual Leave Hours' taken by the Non-Custody classification during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Annual Leave

## Administration

**510 Medical**

The total number of 'Annual Leave Hours' taken by the Medical classifications during the reporting period. All hours with the 'AL' as the leave code.

*MIRS*

## Workers' Compensation

**512 Custody -- Number of Staff off Work due to accepted and pending**

Enter the number of custody staff (program 25, R06, S06, and M06) off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Institution Reported*

**513 Off Work Rate (Per 100 Staff)**

Formula: "Total Number Custody Staff Off Work Due to Claims" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*

**514 Pending/Open Claims**

Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

This data is to include Pending Claims data that is carried over from the previous month which has not been closed, and new claims data coming in during the reporting period which has not been closed.

*Institution Reported*

**515 New Claims**

Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Institution Reported*

**516 Closed Claims**

Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Institution Reported*

**517 Non-Custody -- Number of Staff off Work due to accepted and pending**

Enter the number of non-custody staff (Program 25 and Program 45, all bargaining units except for R06, S06, and M06) off work due to an approved or pending workers' compensation claim. Enter data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*

**518 Off Work Rate (Per 100 Staff)**

Formula: "Total Number Non-Custody Staff Off Work Due to Claims" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Workers' Compensation

## Administration

### 519 Pending/Open Claims

Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.  
This data is to include Pending Claims data that is carried over from the previous month which has not been closed, and new claims data coming in during the reporting period which has not been closed.

*Institution Reported*

### 520 New Claims

Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Institution Reported*

### 521 Closed Claims

Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.

*Institution Reported*

## NDI/SDI

### 523 Custody -- Number of Staff off Work due to non-work related

Enter the number of custody staff (Program 25, R06, S06, and M06) off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*

### 524 Off Work Rate (Per 100 Staff)

Formula: "Total Number Custody Staff Off Work Due to Non-Work Related" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*

### 525 Non-Custody -- Number of Staff off Work due to non-work related

Enter the number of non-custody staff (Program 25 and Program 45, all bargaining units except R06, S06, and M06) off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*

### 526 Off Work Rate (Per 100 Staff)

Formula: "Total Number Non-Custody Staff Off Work Due to Non-Work Related" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff

*Formula*

## FMLA

### 528 Custody - Number of Staff Who Have Taken FMLA Leave

Formula:  
Sum of: "Custody (Lieutenants, Sergeants, Officers)" + "Other Custody" = Total Custody Staff Off Work due to FMLA

*Formula*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## FMLA

## Administration

### 529 Lieutenants

The total number of lieutenants (Code 9656 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 530 Sergeants

The total number of sergeants (Code 9659 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 531 Officers

The total number of officers (Code 9662 (R06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 532 Other Custody

The total number of other custody (remaining codes of (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 533 Non-Custody

The total number of non-custody (all bargaining units except (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 534 Medical

The total number of medical staff that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 535 Custody - Number of FMLA Hours Used by Staff

Formula:  
Sum of: "Custody (Lieutenants, Sergeants, Officers)" + "Other Custody" = Total Number of FMLA Hours Used by Custody Staff

*Formula*

### 536 Lieutenants

The total number of FMLA hours used by lieutenants (Code 9656 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*

### 537 Sergeants

The total number of FMLA hours used by sergeants (Code 9659 (S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).

*MIRS*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

FMLA		Administration
538	<b>Officers</b>	<p>The total number of FMLA hours used by officers (Code 9662 (R06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
539	<b>Other Custody</b>	<p>The total number of FMLA hours used by other custody classifications ((remaining codes of (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
540	<b>Non-Custody</b>	<p>The total number of FMLA hours used by non-custody classifications (all bargaining units except (R06, S06)) that have taken FMLA leave during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
541	<b>Medical</b>	<p>The total number of FMLA hours used by medical staff classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>MIRS</i></p>
542	<b>Custody - Average Number of FMLA Hours Used by Staff</b>	<p>Formula: The average number of FMLA hours used by custody (Lieutenants, Sergeants, Officers) classifications during the reporting period. "Custody - Number of FMLA Hours Used by Staff" ÷ "Total Custody Filled Positions" = "Custody — Average Number of FMLA Hours Used by Staff"</p> <p><i>Formula</i></p>
543	<b>Other Custody</b>	<p>The average number of FMLA hours used by other custody classifications (remaining codes of (R06, S06)) during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>Formula</i></p>
544	<b>Non-Custody</b>	<p>The average number of FMLA hours used by non-custody classifications (all bargaining units except (R06, S06)) during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>Formula</i></p>
545	<b>Medical</b>	<p>The average number of FMLA hours used by medical classifications during the reporting period. Data is received the week following the 23rd of each month for the previous month's data (after SCO has consolidated the FMLA data).</p> <p><i>Formula</i></p>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Accounting Penalties (\$ Amounts)

## Administration

**547 Institutions (Program 25)** Enter the dollar amount of accounting penalties in Program 25 that occurred during the reporting period. [Budget Display Act requirement performance measure] These penalties are a consequence of institution initiated practices.

*Institution Reported*

**548 Education (Program 45)** Enter the dollar amount of accounting penalties in Program 45 that occurred during the reporting period. [Budget Display Act requirement performance measure]

*Institution Reported*

**549 Medical (Program 50)** Enter the dollar amount of accounting penalties in Program 50 that occurred during the reporting period.

*Institution Reported*

## RAO Accounting Penalties (\$ Amounts)

**551 Institutions (Program 25)** Enter the dollar amount of RAO incurred accounting penalties in Program 25 that occurred during the reporting period. These penalties are a consequence of Regional Accounting Office (RAO) initiated practices.

*Institution Reported*

**552 Institutions (Program 45)** Enter the dollar amount of RAO incurred accounting penalties in Program 45 that occurred during the reporting period.

*Institution Reported*

**553 Medical (Program 50)** Enter the dollar amount of RAO incurred accounting penalties in Program 50 that occurred during the reporting period.

*Institution Reported*

## Regulatory Citations CalOSHA

**555 Number of Penalties** Enter the total number of OSHA penalties/citations received during the reporting period.

*Institution Reported*

**556 Dollar Amount** Enter the total dollar amount of the OSHA penalties/citations received.

*Institution Reported*

## Work Orders

**558 Number of Emergency Work Orders (priority 1) received/submitted** Priority 1 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.

*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Work Orders

## Administration

<b>559</b>	<b>Number of Emergency Work Orders (priority 1) completed</b>	Priority 1 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
<b>560</b>	<b>Number of preventative maintenance Work Orders (priority 1)</b>	Priority 2 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
<b>561</b>	<b>Number of preventative maintenance Work Orders (priority 2)</b>	Priority 2 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
<b>562</b>	<b>Number of corrective Work Orders (priority 3 and 4)</b>	Priority 3 = Emergencies Priority 4= Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
<b>563</b>	<b>Number of corrective Work Orders (priority 3 and 4) completed</b>	Priority 3 = Emergencies Priority 4= Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>
<b>564</b>	<b>Number of project Work Orders (priority 5) received/submitted</b>	Priority 5 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period. <i>Institution Reported</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Work Orders

## Administration

**565 Number of project Work Orders (priority 5) completed** Priority 5 = Emergencies This is the Maintenance Monthly Report in Plant Operations (POM Report). The data is obtained from the Plant Operations Maintenance Work Order Summary Report (SAPMS) dated from the first day of the previous month to the last day of the previous month. Enter the data as a point-in-time as of the last working day of each reporting period.  
*Institution Reported*

**566 % of personnel hours spent on preventative maintenance**  $X = (PM \text{ Hours} / (\# \text{ of Staff} \times 173.3)) * 100$ . Run the POM report "Work Order Summary," capture the total number of available staff located on the total line under "# of staff." Multiply this figure by 173.3 (the average number of working hours in a month for 168/176 schedule). Treat this as 'available hours' for the month. Capture the total under 2 for "Preventative Maintenance." Divide the "Preventative Maintenance hours" by the 'available hours,' then multiply the figure again by 100 to arrive at the percentage.  
*Institution Reported*

## Employee Grievances and Staff Complaints

**568 Total** Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints  
*Formula*

**569 Per 100 Staff** Formula: "Employee Grievances and Staff Complaints Total" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff  
*Formula*

**570 Health & Safety** This is the total number of formal health and safety grievances and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.  
*Institution Reported*

**571 Conditions of Work** This is the total number of formal conditions of work and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.  
*Institution Reported*

**572 E.E.O** This is the total number of EEO complaints that were filed during the preceding calendar month. The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.  
*Institution Reported*

## Staff Investigations

**574 Total Central Intake Requests** Enter the number of Central Intake Requests submitted during the reporting period.  
*Institution Reported*



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Staff Investigations

## Administration

<b>575</b>	<b>Per 100 Staff</b>	Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
<b>576</b>	<b>Central Intake Requests Accepted</b>	Enter the number of Central Intake Requests accepted during the reporting period. <i>Institution Reported</i>
<b>577</b>	<b>Central Intake Requests Rejected</b>	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>578</b>	<b>Central Intake Requests Approved for Direct Action</b>	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>579</b>	<b>Total Direct Action Requests Submitted</b>	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>580</b>	<b>Direct Action Requests Accepted</b>	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>581</b>	<b>Direct Action Requests Rejected</b>	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>582</b>	<b>Number of Open Investigations</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>583</b>	<b>Number of Closed Investigations</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>584</b>	<b>Investigations Exceeding 180 calendar days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Institution Reported</i>
<b>585</b>	<b>Investigations Exceeding the Statute of Limitations</b>	Enter the total number of investigation that have exceeded the statute of limitations. <i>Institution Reported</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Medical Staff Investigations

## Administration

<b>587</b>	<b>Total Central Intake Requests</b>	Enter the number of Medical Central Intake Requests submitted during the reporting period. <i>Institution Reported</i>
<b>588</b>	<b>Per 100 Staff</b>	Formula: "Total Central Intake Requests" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff <i>Formula</i>
<b>589</b>	<b>Central Intake Requests Accepted</b>	Enter the number of Central Intake Requests accepted during the reporting period. <i>Institution Reported</i>
<b>590</b>	<b>Central Intake Requests Rejected</b>	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>591</b>	<b>Central Intake Requests Approved for Direct Action</b>	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>592</b>	<b>Total Direct Action Requests Submitted</b>	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>593</b>	<b>Direct Action Requests Accepted</b>	Enter the number of Medical Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>594</b>	<b>Direct Action Requests Rejected</b>	Enter the number of Medical Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>595</b>	<b>Number of Open Investigations</b>	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>596</b>	<b>Number of Closed Investigations</b>	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period. <i>Institution Reported</i>
<b>597</b>	<b>Investigations exceeding 180 calendar days</b>	Enter the total number of investigations that have exceeded 180 calendar days. <i>Institution Reported</i>



# DIVISION OF ADULT INSTITUTIONS COMPSTAT COUNTING RULES

## Medical Staff Investigations

## Administration

**598 Investigations exceeding the Statute of Limitations** Enter the total number of investigation that have exceeded the statute of limitations.  
*Institution Reported*

## Adverse Actions

**600 Total** Enter the total number of adverse actions initiated during the reporting period.  
*Institution Reported*

**601 Per 100 Staff** Formula: "Total Adverse Actions" ÷ "Total of All Personnel in Filled Positions" = Ratio per 100 Staff  
*Formula*

**602 Dismissals** Enter the total number of dismissals issued during the reporting period.  
*Institution Reported*

## Sick Leave Management

**604 Letter of Instruction - Sick Leave (1st Letter)(R06 and S06 Staff Only)** Please provide the number of first time Letters of Instruction (LOI) issued to employees for the reporting month. This is the first LOI that the employee has received for violation of the Sick Leave Policy.  
*Institution Reported*

**605 Letter of Instruction - Sick Leave (2nd Letter)(R06 and S06 Staff)** Please provide the number of subsequent Letters of Instruction (LOI) issued to employees for the reporting month. This is any subsequent LOI issued the employee for the reporting month. These are second and third LOI's that the employee has received for violations of the Sick Leave Policy.  
*Institution Reported*

**606 Adverse Actions for Sick Leave(R06 and S06 Staff Only)** Please provide the number of Adverse Actions issued to employees for the reporting month. These are Adverse Actions that the employee has received for violation of the Sick Leave Policy.  
*Institution Reported*